

10.0

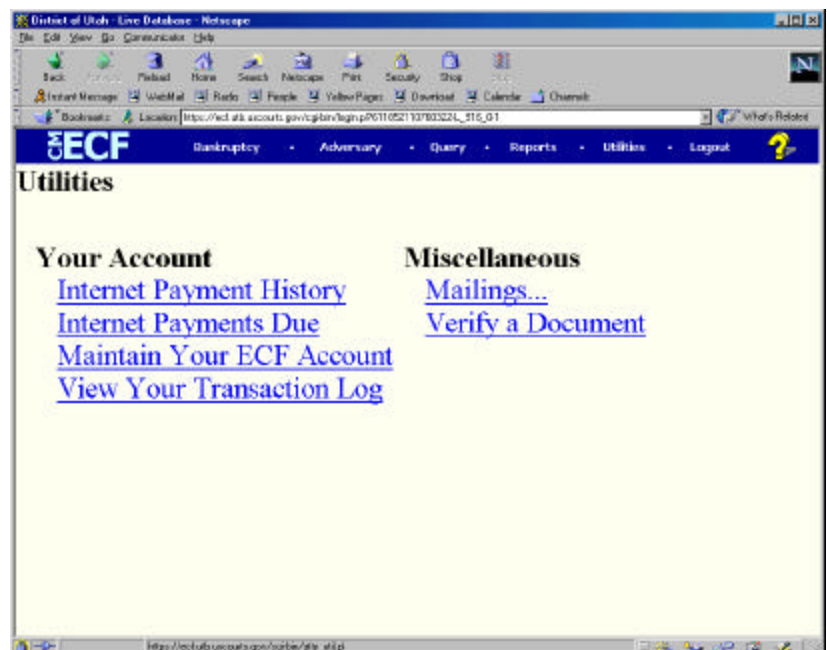
ECF Utilities

The Utilities menu option provides utilities to maintain accounts, update recipient email addresses, obtain internet payment information, make online payments and view recipient mailing lists by case. Users should review these reports periodically to fully utilize the system.

A Legal Research link is also provided for convenient Westlaw access and the Verify a Document option is under the Utilities menu to allow for document authentication.

This chapter will cover

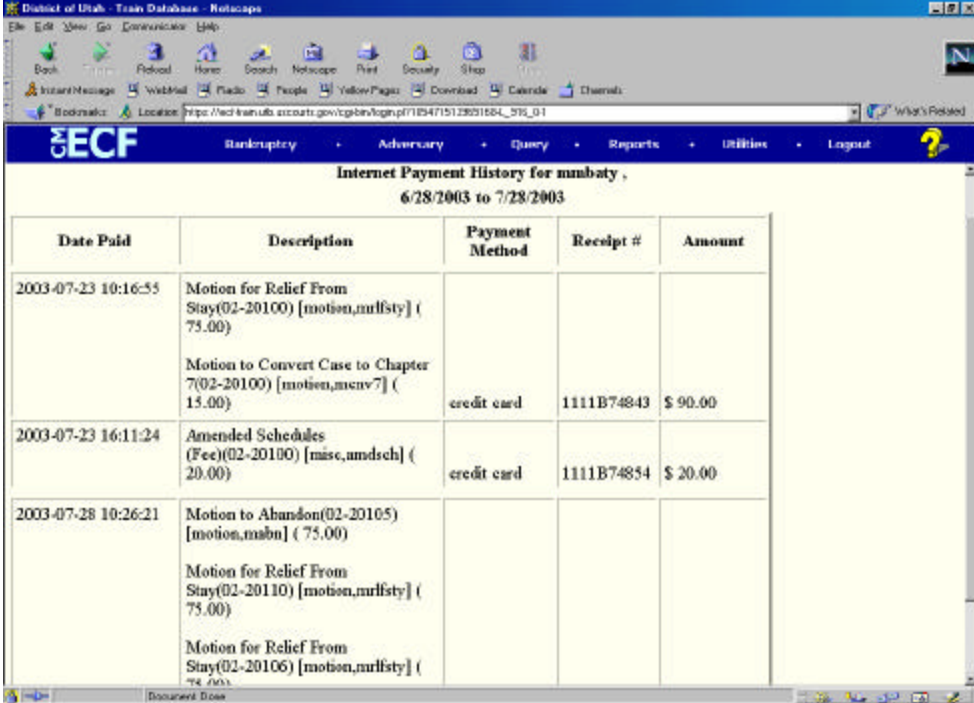
- Internet Payment History
- Internet Payments Due
- Maintaining ECF User Account
- Viewing the Transaction Log
- Recipient Mailing List by Case



10.1

Internet Payment History

Figure 1 is an example of the Internet Payment History report. The report will display a full accounting of online payments for the user according to the dates you specify.



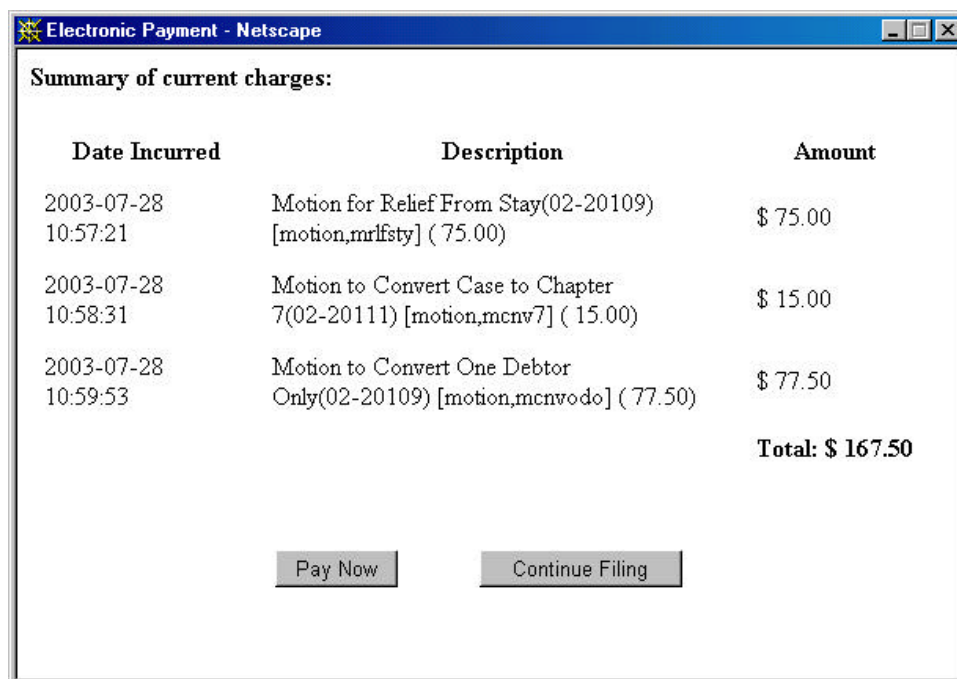
Date Paid	Description	Payment Method	Receipt #	Amount
2003-07-23 10:16:55	Motion for Relief From Stay(02-20100) [motion,mrflsty] (75.00) Motion to Convert Case to Chapter 7(02-20100) [motion,mcnv7] (15.00)	credit card	1111B74843	\$ 90.00
2003-07-23 16:11:24	Amended Schedules (Fee)(02-20100) [misc,amdsch] (20.00)	credit card	1111B74854	\$ 20.00
2003-07-28 10:26:21	Motion to Abandon(02-20105) [motion,mabn] (75.00) Motion for Relief From Stay(02-20110) [motion,mrflsty] (75.00) Motion for Relief From Stay(02-20106) [motion,mrflsty] (75.00)			

Figure 1

10.2

Internet Payments Due

Figure 2 is an example of the *Internet Payment Due* report. This report will show any outstanding balances for internet filings for the registered user.



Date Incurred	Description	Amount
2003-07-28 10:57:21	Motion for Relief From Stay(02-20109) [motion,mrlfsty] (75.00)	\$ 75.00
2003-07-28 10:58:31	Motion to Convert Case to Chapter 7(02-20111) [motion,mcnv7] (15.00)	\$ 15.00
2003-07-28 10:59:53	Motion to Convert One Debtor Only(02-20109) [motion,mcnvodo] (77.50)	\$ 77.50
		Total: \$ 167.50

Figure 2

Non-Payment of Fees For Internet Filings

- Eventually, a system lockout will occur, if fees are deferred past the time provided by the court.
- Users will receive an e-mail notice for any outstanding filing fees. The e-mail notice will be sent everyday until the fees are paid.
- If a user is locked out, the *Internet Payments* option will be the only item available to the registered user. Upon payment of the fees the lockout is immediately terminated.

10.3

Maintain ECF User Account

As a registered user, you will be given access to maintain your own account information through Maintain Your ECF Account. Using this option, users can update their name, mailing and e-mail addresses, phone and fax numbers, and passwords. Users can then control the accuracy of their own information in a timely manner. The user account will need to be updated as changes occur, such as change of address, change of email provider, and when the need to change your password occurs. Changing of password will need to occur if you feel the password security has been compromised or when an employee with access to your account, leaves your employ.

- | | |
|--------|--|
| STEP 1 | Click on the Utilities hyperlink on the blue bar.
Click on the Maintain your ECF Account. |
| STEP 2 | Your user account information will be displayed (see figure 3). Corrections should be made here to affect all cases. |

Figure 3

Change Email

STEP 1 Click on the [Email Information] button to access your email information. Change your primary address in the Primary e-mail address.

STEP 2 Add additional email addresses

STEP 3 You can also receive notices for other cases that you are not involved in by adding case numbers to the text area labeled “Send notices in these additional cases”.

Click the [Return to Account screen] when finished with email settings.

More User Information (change password)

STEP 1 Click on the [More user information] button to change your password.

STEP 2 Highlight the current password in the text box.

STEP 3 Change the password.

It is recommended that you use a combinations of letters and numbers/symbols to create your password. This will make it harder for someone to randomly discover your password.

Click the [Return to Account screen] when finished with changing your password.

Submitting changes

STEP 1 Once you are finished with changing/managing your account information, click on the [Submit] button.

STEP 2 A screen will appear requesting that you select the cases to be updated (see figure 4).

You can select individual cases or update all cases by selecting *****Update All***** from the scroll box.

STEP 3 Click on the [Submit] button to change the information for all the cases you selected.

A Change Confirmation screen will display informing you that your account and associated cases have been updated.

To update multiple cases holding down the <Ctrl> key while selecting case numbers

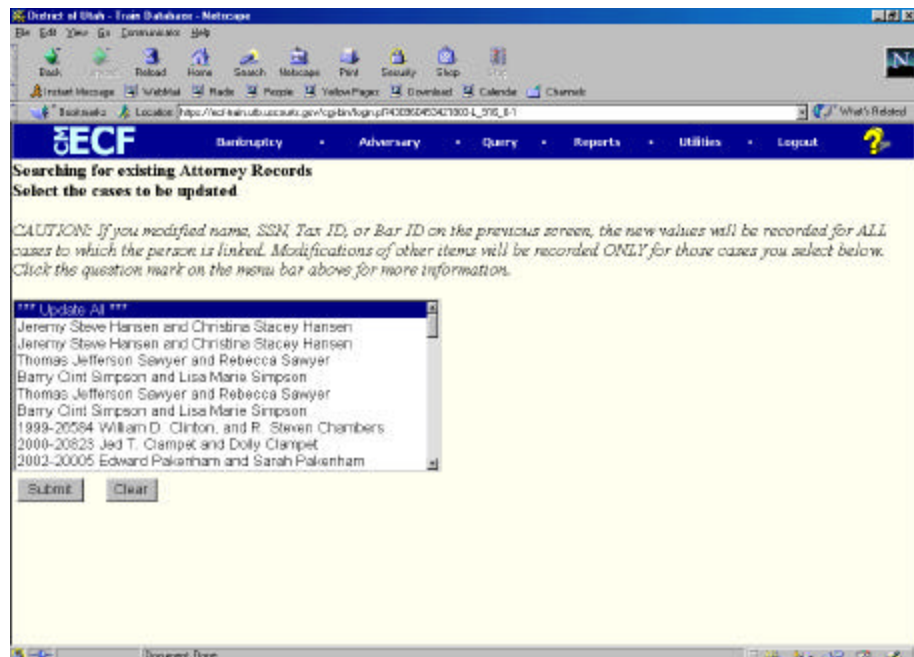


Figure 4

NOTES

10.4

Transaction Log

The Transaction Log is a record of all transactions that have occurred on the account currently logged in.. If there are multiple accounts in your office, you would view them separately. This could be a useful tool for tracking activity within your office on a particular account or employee.

The transaction log is queried by date, allowing you to select the date range.

- | | |
|--------|--|
| STEP 1 | Click on the Utilities hyperlink on the blue bar. Click on the View your Transaction Log. |
| STEP 2 | Enter start and end dates in MM/DD/YYYY format, or accept the default dates. Click the [Submit] button. |
| STEP 3 | The Transaction Log is displayed (see figure 5). The log displays a transaction ID number, Dates of the transactions, case numbers of the cases the account has been involved in, and a brief text of actions performed. |

District of Utah - Train Database - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop

Instant Message WebMail Radio People Yellow Pages Download Calendar Channels

Location: https://ecf-train.uts.uscourts.gov/cgi-bin/login.pl?43090453421803_L_916_01

ECF Bankruptcy Adversary Query Reports Utilities Logout

Transaction Log
Report Period: 04/29/2003 - 07/15/2003

Id	Date	Case Number	Text
73599	04/29/2003 09:34:25	03-25650	Opened New BK Case 03-25650
73600	04/29/2003 11:05:21	2-02-bk-50006	Objection to (related document(s):[7] Motion for Relief From Stay) Filed by Zions Mortgage LLC (mmbaty,)
73605	04/29/2003 11:20:49	03-25651	Opened New BK Case 03-25651
73614	04/29/2003 11:27:20	03-25651	Modified cr_id , Nothing Updated in creditor table
73614	04/29/2003 11:27:20	03-25651	insert 1 creditors loaded
73623	04/29/2003 11:41:38	2-03-bk-25651	Motion to Abate, Application for Compensation for mmbaty , Debtor's Attorney, fee: \$1500.00, expenses: \$45.00. Filed by mmbaty (mmbaty,)
73626	04/29/2003 11:45:21	2-03-bk-25651	Notice of Hearing (related document(s):[3] Motion to Abate, Application for Compensation) Filed by mmbaty on behalf of Jane Dow , Jon Dow Hearing scheduled for 7/3/2003 at 10:00 AM at US Bankruptcy Court.

Document Done

Figure 5

10.5

Recipient Mailing List

The **Mailings** option under the Utilities menu selection will provide a list of electronic and manual recipients for a case. This information can be used to create a certificate of service and allow the user to indicate the method in which service was provided to parties.

The notice to parties is created and converted to PDF before you actually file it electronically. By utilizing the Mailings option you can enter the case number and see what parties will require a manual notice and what parties will receive the electronic notification and include this information on the service list.

